



And how to solve them

THE BUDGET



Do you spend the last days of each month waiting for payday because you've used up all your monthly income? You might avoid this by simply making out a monthly budget.

The first step is to find out your actual income. Consider, for example, military pay, "moonlighting" pay and investments. List every source of income.

The second step is to figure what you spend on regular, fixed items. These items include rent, telephone and utility bills, contributions, major items of clothing, insurance premiums, loan repayments, and taxes. Since some of these items aren't due every month, you should set aside a certain amount to be sure that funds are available.

Your third step is to start an

emergency fund. It doesn't need to be a large amount simply enough to fall back on for unexpected expenses.

Step four of your budget is to note your day-to-day items - food, transportation, entertainment, clothing and household expenses.

Your fifth and last step is to know what's left. Add your day-to-day and fixed items, then subtract the total from your total income. The remaining dollars could be used for additional savings, investments or a special goal.

Don't be discouraged if your budget doesn't work right the first time. It will probably take a few changes to make it easy for you to live with. Remember, a budget is a guide, not a rigid way of life.

Bad checks can hurt credit and career

A bad check is bad business, it hurts your reputation, credit and possibly your Army career. Mrs. Thelma Martin, manager of the American Express branch at Hoechst, says that checks cashed there will normally clear in 3 days. The native of Atlanta Ga. added, "checks leave Germany by commercial air and arrive in New York that same

night." The bottom line is, don't try to write a hot check and cover it later, in this computer age, its hard to do.

Martin also said anyone having problems with their checkbook or account can come by and they will be more than happy to help straighten it out.